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ANNUAL REPORT OF ACCOMPLISHMENTS
AND OBJECTIVES FOR THE CAREER SERVICES SUPPORT BRANCH

I. Accomplishments

1. During the past Fiscal Year CSSB has been involved in working out problems connected with the transfer of personnel from State Department to two major Offices of the DDI, OCR and OBI.

a. OCR has inherited the Biographic Intelligence function together with approximately [REDACTED] positions from State Department. OCR and CSSB representatives interviewed State Department employees for the jobs; fifteen of the slots will be filled by transfer from the Department. In order to satisfy the remaining requirements for Biographic Register, an intensified two-week recruitment program has been carried out. Branch Chiefs of Biographic Register accompanied seven special recruiters of the Office of Personnel on recruiting trips to colleges in the East and Middle West. In order to expedite processing of these urgently-needed individuals, action was initiated immediately on each case upon its receipt from the field in the Office of Personnel before papers were sent to OCR for preparation of the blue Personnel Action Request. Authority had been allocated to the Branch Chief and recruiter concerned to make the final decision to hire. Eighty three persons are now in process for Biographic Register, which, with the increase in T/O currently has a total of [REDACTED] vacancies.

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b. OBI received authorization for [REDACTED] new positions because of the transfer of the State Department National Intelligence Survey responsibility. OBI and CSSB representatives interviewed all State Department employees interested in moving to the Agency with the transfer of the function. Thirteen of these individuals are expected to enter on duty soon in a professional capacity. Efforts are being made to recruit for OBI's needs by reassignment from other offices within the Agency and from outside sources.

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2. The National Photographic Intelligence Center has been authorized a sizeable increase in T/O with the acquisition of responsibility for carrying on government-wide intelligence activity in that field. This has naturally stepped up CSSB efforts to fill the new positions.

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3. A Personnel Representative from CSSB was assigned to a six weeks special recruitment effort for linguists. The areas covered were N. Y. City, Wilkes - Barre, Scranton, Pittsburgh, and Western Pa. and Chicago. This resulted in 195 contacts, 26 formal applications, 11 cases put into process. Of these in process, 6 were for FDD, 2 for JOTP, 1 for DD/P, 1 for [REDACTED] and 1 for OCI.

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4. The Branch has continued to be active in the area of referral, selection, processing and entering on duty of JOT's, Economists for ORR, Scientists for OSI, Engineers and Wage Board employees for Logistics, Linguists for FDD, Editors and Propaganda Analysts for [REDACTED] Analysts for OCR, Electronic Engineers and Investigative types for Security, Engineers and Technicians for the Office of Communications, and Medical Officers, Nurses, Technicians and "Project Filler" cases for the Medical Office.

5. The Branch has realized a fair amount of success in the reassignment of difficult cases.

6. A considerable number of Alien Sponsorship cases were handled during the year. This involved advising employees regarding procedures to be followed in sponsoring the foreign nationals, obtaining security approval, and liaison with the State Department.

II. Objectives for Fiscal Years 1962 and 1963

1. The outlook for the coming year embraces increasingly large processing demands for the greater number of people the Office of Personnel is asked to provide to fill the needs of the Offices of the DDI. ORR has also stepped up its re-recruitment requirements by at least thirty per cent; liaison

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with all offices has become closer and more constant; this will continue as a growing requirement. It is hoped that the goals of NPIC, OBI and OCR with regard to qualified personnel, will be accomplished over the next year or year and a half.

2. To provide service in connection with reassignment activity.
3. To continue to render assistance to the Offices in connection with their personnel programs.
4. To assure timely communication of important personnel policies and programs to operating offices.